

## **Mission**

To provide sound financial management through efficient oversight of resources which supports the best interests of Seminole County citizens.

## **Business Strategy**

The Department of Fiscal Services was created in 1975 to prepare and administer the County's budget, and to analyze, evaluate, and recommend improvements to County operations and programs. The Department expanded in 1996 to include Purchasing, and in 1999 added Grants Management complementing its fiscal responsibilities.

The Administration and Management Services provides comprehensive management support through the ongoing monitoring and evaluation of the County's overall fiscal health. Responsibilities include fiscal reporting and financial modeling; revenue enhancement, implementation, forecasting and monitoring; evaluation of the short and long term capital financing needs of the County and subsequent management of the issuance of long and short term debt; and business process re-engineering through the evaluation of alternative service delivery approaches to improve operational effectiveness and efficiency.

The Municipal Service Benefit Units (MSBU) Program assists property owners in unincorporated Seminole County to acquire essential public health and safety improvements in their communities, such as road paving and drainage, street lighting, water service, sidewalks, and aquatic weed control through special assessments on the benefiting property. The program coordinates financial administration of the MSBU districts and related non-ad valorem assessment process.

## **Objectives**

Oversee all financial related activities in the best interest of the Board of County Commissioners and the citizens of Seminole County.

Provide for future enhancement of the County's fiscal management, increasing the knowledge of county staff and citizens on fiscal issues, and improving the quality of fiscal systems and reporting mechanisms.

Provide financial projections and analysis related to economic, legislative and local priorities and impacts.

Provide property owners with vital services (i.e. solid waste disposal, street lighting, and aquatic weed control) and the opportunity to acquire capital enhancements (i.e. roads, water & sewer) through special assessment districts.

Conduct management studies as directed by management or requested by departments to analyze, evaluate and devise management solutions as well as evaluate alternative service delivery approaches to improve operational effectiveness and efficiency.

<b>Department:</b>		<b>FISCAL SERVICES</b>			<b>Seminole County</b>	
<b>Division:</b>						
<b>Section:</b>		<b>ADMINISTRATION, MANAGEMENT SERVICES, MSBU FY 2004/05</b>				
		2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	Change between Tentative Approved & Adopted Budget
<b>EXPENDITURES:</b>						
Personal Services		387,894	444,904	480,717	465,582	-15,135
Operating Services		44,201	62,365	65,995	71,857	5,862
Capital Outlay		-	-	-	9,000	9,000
Debt Service		-	-	-	-	-
Grants and Aid		-	-	-	-	-
<b>Subtotal Operating</b>		<b>432,095</b>	<b>507,269</b>	<b>546,712</b>	<b>546,439</b>	<b>-273</b>
Capital Improvements		-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>432,095</b>	<b>507,269</b>	<b>546,712</b>	<b>546,439</b>	<b>-273</b>
<b>FUNDING SOURCE(S)</b>						
General Fund		432,095	507,269	546,712	546,439	-273
<b>TOTAL FUNDING SOURCE(S)</b>		<b>432,095</b>	<b>507,269</b>	<b>546,712</b>	<b>546,439</b>	<b>-273</b>
Full-Time Positions		7	7	7	7	-
Part-Time Positions		-	-	-	-	-
<b>New Programs and Highlights for Fiscal Year 2004/05</b>						
<b>Requested Changes</b>						
Unit consisting of modified U-shape desk, 4 storage cabinets, overhead units and partition walls. Due to the loss of office space and realignment of staff, the reception area needs to be reconfigured to provide a more efficient work space for the administrative assistant and central file/storage space.						9,000
<b>Capital Improvements</b>		<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Total Project Cost		-	-	-	-	-
Total Operating Impact		-	-	-	-	-